

Sheriff

MISSION STATEMENT

The mission of the Sheriff's Office is to serve the citizens of Montgomery County in a lawful, fair, impartial, and non-discriminating manner by providing leadership and professional support, as required, and to ensure that Court mandates are carried out in a manner that respects individual rights and freedoms. The Sheriff's Office is committed to establishing and maintaining cooperative working relationships with all other law enforcement, governmental, and Criminal Justice agencies, and the Courts to ensure that the citizens of Montgomery County are receiving the fullest range of law enforcement services required for a safe and orderly society.

BUDGET OVERVIEW

The total recommended FY08 Operating Budget for the Office of the Sheriff is \$19,687,320, an increase of \$728,760 or 3.8 percent from the FY07 Approved Budget of \$18,958,560. Personnel Costs comprise 88.7 percent of the budget for 176 full-time positions and five part-time positions for 183.3 workyears. Operating Expenses account for the remaining 11.3 percent of the FY08 budget.

HIGHLIGHTS

- ❖ **Add two lieutenants for supervision of courtroom and courthouse security**

PROGRAM CONTACTS

Contact Jo Ann Ricchiuti of the Office of the Sheriff at 240.777.7077 or Edmond M. Piesen of the Office of Management and Budget at 240.777.2764 for more information regarding this department's operating budget.

PROGRAM DESCRIPTIONS

Administration

This unit provides general administrative support to the Sheriff's Office including recruiting and hiring, training, background investigations, payroll, purchasing, internal investigations, automation, and budget-related functions. The Administration Section provides technical support for the Sheriff's Records Management System (RMS).

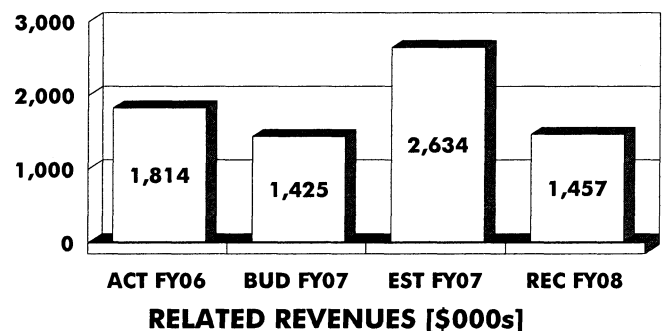
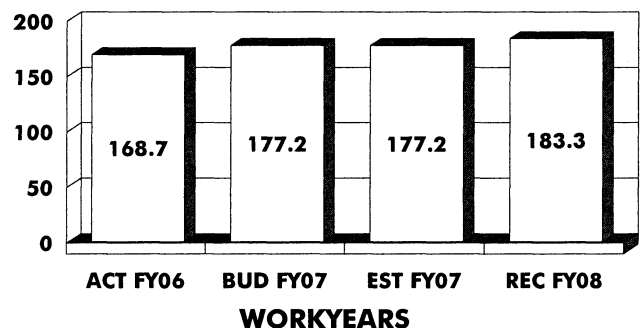
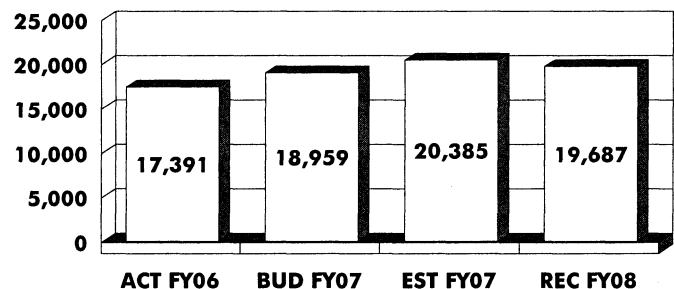
The Administration Unit also oversees the Sheriff's compliance with recognized accreditation standards. The Assistant Sheriffs direct research and development of policies, procedures, and regulations to meet professional standards developed for law enforcement agencies. The Assistant Sheriffs also oversee internal investigations, represent the Sheriff's Office in legislative matters, and provide legal direction.

The Sheriff's Office participates in school functions, civic association meetings, and serves on commissions and

Program Summary

	Expenditures	WYs
Administration	3,363,680	15.5
Courtroom/Courthouse Security and Transport	7,880,930	78.4
Civil Process	2,209,330	24.2
Criminal Process/Warrants and Extraditions	1,969,520	18.9
Special Operations	3,581,530	38.8
Grants	682,330	7.5
Totals	19,687,320	183.3

Trends



committees. The Sheriff's Office participates in environmental crime task forces, as needed, and serves on applicant, promotional, and disciplinary boards of other public safety agencies. Administrative personnel organizes in-service and specialized training of deputies and the annual weapons qualification, as required by the Maryland Police Training Commission.

FY08 Recommended Changes

	Expenditures	WYs
FY07 Approved	3,163,630	15.2
FY08 CE Recommended	3,363,680	15.5

Courtroom/Courthouse Security and Transport

The Sheriff's Office provides security for the Montgomery County Judicial Center and the juvenile courtrooms located at 27 Courthouse Square. The Sheriff's Office is also responsible for transporting prisoners between the new Montgomery County Correctional Facility (MCCF), Montgomery County Detention Center (MCDC), and the various court-holding facilities, as well as to and from healthcare facilities. This program also provides for guarding prisoners while at these facilities. When a writ is received from other counties, deputies are required to transport MCDC and MCCF prisoners to other Maryland District and Circuit Courts. The Sheriff's Office administers the temporary detention facilities in the Silver Spring and Rockville District Courts and the Rockville Circuit Court for all adult prisoners and the Juvenile Court lockup located at 27 Courthouse Square.

The Sheriff's Office provides security for the County's Circuit Court located in the Montgomery County Judicial Center. The Sheriff's Office uses trained canines to detect explosives, weapons, and to serve as a general crime deterrent within the Courthouse. The Canine Unit also responds to mutual-aid calls from the Montgomery County Police Department, the Montgomery County Fire and Rescue Service, and other law enforcement agencies as necessary. X-ray machines and magnetometers screen visitors entering the building at the five Courthouse entrances.

FY08 Recommended Changes

- ☐ *Two Lieutenants for supervision of courtroom and courthouse security*

	Expenditures	WYs
FY07 Approved	7,941,840	77.8
FY08 CE Recommended	7,880,930	78.4

Civil Process

The Sheriff's Office is mandated to serve all civil processes as directed by the Courts or private litigants and file returns to the Court. These papers include summonses, subpoenas, failure-to-pay rent notices, and other court documents. The Civil Process function is supported by deputies, who research and serve papers, and by administrative staff, who maintain the tracking process.

The Sheriff's Office also executes court-ordered attachments,

real and personal property seizures, and replevins (a civil action to recover property wrongfully taken). As a final step in resolution of a court judgement, the Sheriff's Office conducts sales of seized or attached items. In the case of evictions, the Sheriff's Office restores real property to rightful owners by evicting tenants and their possessions as directed by the Court. When appropriate, tenants are referred to human service agencies.

FY08 Recommended Changes

	Expenditures	WYs
FY07 Approved	2,062,430	24.2
FY08 CE Recommended	2,209,330	24.2

Criminal Process/Warrants and Extraditions

The Sheriff is responsible for serving both adult and juvenile Circuit Court and District Court civil bench warrants, Circuit Court criminal warrants, and Child Support Enforcement warrants. The Warrant Section maintains on-line warrant systems including National Crime Information Center (NCIC), Maryland Interagency Law Enforcement System (MILES), and the Warrant Component in the Records Management System (RMS). The Warrant Component in Criminal Justice Information System (CJIS) is a shared resource used by the Montgomery County Police and the Sheriff's Office to track outstanding warrants. The Sheriff's Office also conducts investigations to locate and apprehend those fugitives for whom the Sheriff's Office holds a warrant. In addition, the Sheriff's Office is responsible for returning fugitives to Montgomery County from other jurisdictions for outstanding Circuit Court warrants and processing those fugitives when returned.

FY08 Recommended Changes

	Expenditures	WYs
FY07 Approved	1,863,950	18.9
FY08 CE Recommended	1,969,520	18.9

Special Operations

The Sheriff's Office is the lead agency in Montgomery County for service of Domestic Violence Petitions, Protective Orders, and Peace Orders. The Sheriff's Office also transports citizens to hospitals on Emergency Evaluation Petitions and Two Doctor Commitments. In an effort to enhance protection for the victims of domestic violence, the Sheriff's Office offers cellular phones to all domestic violence victims and has a partnership with ADT Security for alarm pendants for victims who are most vulnerable.

FY08 Recommended Changes

	Expenditures	WYs
FY07 Approved	3,275,490	36.1
FY08 CE Recommended	3,581,530	38.8

Grants

The Sheriff's Office has a contractual agreement with the State's Department of Human Resources to serve all summonses generated by the Child Support Enforcement Division. Staff assigned to the Child Support Enforcement Program serve child support summonses and subpoenas, research complex cases

dealing with defendants evading service, and respond to emergency situations that occur within the County's Child Support offices. As part of the agreement, the Sheriff's Office receives a fee for serving the warrants and partial Federal funding for salaries and operating expenses of the section.

FY08 Recommended Changes

	Expenditures	WYs
FY07 Approved	651,220	5.0
FY08 CE Recommended	682,330	7.5

BUDGET SUMMARY

	Actual FY06	Budget FY07	Estimated FY07	Recommended FY08	% Chg Bud/Rec
COUNTY GENERAL FUND					
EXPENDITURES					
Salaries and Wages	9,918,587	11,034,160	10,993,800	11,853,570	7.4%
Employee Benefits	3,987,640	4,864,820	4,914,520	5,072,690	4.3%
County General Fund Personnel Costs	13,906,227	15,898,980	15,908,320	16,926,260	6.5%
Operating Expenses	2,208,081	2,408,360	2,620,230	2,078,730	-13.7%
Capital Outlay	0	0	0	0	—
County General Fund Expenditures	16,114,308	18,307,340	18,528,550	19,004,990	3.8%
PERSONNEL					
Full-Time	159	168	168	170	1.2%
Part-Time	5	4	4	3	-25.0%
Workyears	163.6	172.2	172.2	175.8	2.1%
REVENUES					
Sheriff Fees	800,760	725,000	725,000	725,000	—
Bond Forfeiture-Sheriff	31,470	20,000	20,000	20,000	—
Fingerprint Fees	3,000	3,900	3,900	3,900	—
Child Support Enforcement: Incentive Funds	23,090	4,000	8,500	5,000	25.0%
Medical Transport Sheriff	5,265	10,000	5,500	5,500	-45.0%
Child Support Enforcement: Warrant Service	0	5,970	9,500	10,700	79.2%
Sheriff - Miscellaneous	20,318	4,000	4,000	4,000	—
Rental of Courthouse	750	1,000	1,000	1,000	—
County General Fund Revenues	884,653	773,870	777,400	775,100	0.2%
GRANT FUND MCG					
EXPENDITURES					
Salaries and Wages	645,180	344,600	1,096,349	358,210	3.9%
Employee Benefits	288,968	168,920	393,107	180,340	6.8%
Grant Fund MCG Personnel Costs	934,148	513,520	1,489,456	538,550	4.9%
Operating Expenses	342,178	137,700	367,445	143,780	4.4%
Capital Outlay	0	0	0	0	—
Grant Fund MCG Expenditures	1,276,326	651,220	1,856,901	682,330	4.8%
PERSONNEL					
Full-Time	5	5	5	6	20.0%
Part-Time	0	0	0	2	—
Workyears	5.1	5.0	5.0	7.5	50.0%
REVENUES					
Child Support Grant - Equipment Replacement	0	15,360	15,360	15,360	—
Child Support Enforcement Grant	561,562	630,860	635,860	666,970	5.7%
Local Law Enforcement Block Grant (LLEBG)	25,838	0	0	0	—
Domestic Violence Advocacy and Accountability	258,646	0	1,205,681	0	—
State Homeland Security Grant	83,125	0	0	0	—
County & Municipal Agency Domestic Preparedness	0	5,000	0	0	—
Grant Fund MCG Revenues	929,171	651,220	1,856,901	682,330	4.8%
DEPARTMENT TOTALS					
Total Expenditures	17,390,634	18,958,560	20,385,451	19,687,320	3.8%

	Actual FY06	Budget FY07	Estimated FY07	Recommended FY08	% Chg Bud/Rec
Total Full-Time Positions	164	173	173	176	1.7%
Total Part-Time Positions	5	4	4	5	25.0%
Total Workyears	168.7	177.2	177.2	183.3	3.4%
Total Revenues	1,813,824	1,425,090	2,634,301	1,457,430	2.3%

FY08 RECOMMENDED CHANGES

	Expenditures	WYs
COUNTY GENERAL FUND		
FY07 ORIGINAL APPROPRIATION	18,307,340	172.2
<u>Changes (with service impacts)</u>		
Enhance: Two Lieutenants for supervision of courtroom and courthouse security [Courtroom/Courthouse Security and Transport]	85,600	1.0
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: General Wage and Service Increment Adjustments	713,630	0.0
Increase Cost: Annualization of FY07 Personnel Costs	224,990	0.0
Increase Cost: Annualization of FY07 Domestic Violence Lapsed Deputies [Special Operations]	203,480	3.5
Increase Cost: Labor Contracts - Other	103,270	0.0
Increase Cost: Annualization of two Red Brick Courthouse Deputies hired in FY07 [Courtroom/Courthouse Security and Transport]	60,460	1.0
Increase Cost: Conversion of Manager III from part-time to full time [Administration]	37,800	0.2
Increase Cost: Motor Pool Rate Adjustment	20,200	0.0
Increase Cost: Security Contract CPI Adjustment [Courtroom/Courthouse Security and Transport]	16,900	0.0
Increase Cost: Printing and Mail Adjustments	9,570	0.0
Increase Cost: Match funds for increase in Child Support Grant in FY08 [Special Operations]	6,700	0.0
Decrease Cost: Overtime [Special Operations]	-69,700	-0.7
Decrease Cost: Group Insurance Rate Adjustment	-75,950	0.0
Decrease Cost: Retirement Rate Adjustment	-116,070	0.0
Decrease Cost: Deputies Overtime at Red Brick Courthouse [Courtroom/Courthouse Security and Transport]	-130,650	-1.4
Decrease Cost: Elimination of One-Time Items Approved in FY07	-392,580	0.0
FY08 RECOMMENDED:	19,004,990	175.8
GRANT FUND MCG		
FY07 ORIGINAL APPROPRIATION	651,220	5.0
<u>Other Adjustments (with no service impacts)</u>		
Increase Cost: Child Support Enforcement Grant compensation and benefits, and miscellaneous adjustments [Grants]	25,030	2.5
Increase Cost: Operating expenses in Child Support Grant [Grants]	6,080	0.0
FY08 RECOMMENDED:	682,330	7.5

FUTURE FISCAL IMPACTS

Title	CE REC. FY08	FY09	FY10	(S000's) FY11	FY12	FY13
This table is intended to present significant future fiscal impacts of the department's programs.						
COUNTY GENERAL FUND						
Expenditures						
FY08 Recommended	19,005	19,005	19,005	19,005	19,005	19,005
No inflation or compensation change is included in outyear projections.						
Labor Contracts	0	860	1,719	1,796	1,796	1,796
These figures represent the annualization of service increments, general wage adjustments, and associated benefits. Estimated compensation (e.g., general wage adjustments and service increments) for personnel are included for FY09 and beyond.						
Labor Contracts - Other	0	29	30	30	30	30
These figures represent other negotiated items included in the labor agreements.						
Central Duplicating Deficit Recovery Charge	0	3	0	-5	-5	-5
Departments will be assessed a per-employee charge to recover Central Duplicating's negative fund balance by the end of FY09.						
Subtotal Expenditures	19,005	19,896	20,754	20,826	20,826	20,826

SHERIFF

PROGRAM:

Special Operations

PROGRAM ELEMENT:

Domestic Violence

PROGRAM MISSION:

To provide law enforcement services to domestic violence victims by effecting swift service of Interim and Temporary Protective Orders, Protective Orders, and Temporary Peace Orders, and by performing "welfare checks" of victims

COMMUNITY OUTCOMES SUPPORTED:

- Safe individuals and families
- Assistance to domestic violence victims
- Respect for the law

PROGRAM MEASURES

	FY04 ACTUAL	FY05 ACTUAL	FY06 ACTUAL	FY07 BUDGET	FY08 CE REC
Outcomes/Results:					
Number of "welfare check" violations resulting in arrest	9	1	2	4	3
Number of weapons seized as a result of Protective Orders	140	56	40	80	60
Service Quality:					
Percentage of Interim and Temporary Protective Orders within Montgomery County attempted within six hours of being brought to the Sheriff's Office	80	80	80	80	80
Percentage of Interim and Temporary Protective Orders within Montgomery County attempted within 12 hours of being brought to the Sheriff's Office	100	100	100	100	100
Percentage of Interim and Temporary Protective Orders served	79	77	76	77	77
Percentage of Interim and Temporary Peace Orders served	78	84	73	79	79
Percentage of domestic violence victims issued cell phones when requested	100	100	100	100	100
Percentage of Interim and Temporary Protective Orders and Protective Orders entered into MILES and NCIC within 12 hours	100	100	100	100	100
Efficiency:					
Interim and Temporary Protective Orders and Peace Orders served per workyear served per	115.9	120.3	89.7	107.3	107.3
Cost per Interim and Temporary Protective Order or Interim and Temporary Peace Order served (\$)	632	618	1,012	797	874
Workload/Outputs:					
Number of Interim and Temporary Protective Orders and Protective Orders received and closed	2,497	2,637	2,554	2,700	2,700
Number of Interim and Temporary Protective Orders served	1,980	2,020	1,938	2,079	2,079
Number of "welfare checks" completed	5,340	4,848	4,914	5,337	5,337
Number of Interim and Temporary Peace Orders received and closed	1,382	1,613	1,768	1,850	1,850
Number of Interim and Temporary Peace Orders served	1,079	1,349	1,299	1,462	1,462
Number of ADT pendants issued	6	21	3	15	15
Inputs:					
Expenditures (\$000)	1,932	2,082	2,463	2,821	3,094
Workyears	26.4	28.0	31.5	33.0	33.0